

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC)
to CMTC A2C2 SOP

QUESTIONS & RECOMMENDATIONS TO THIS APPENDIX SHOULD BE DIRECTED TO
THE COMMANDER, HOHENFELS ARMY AIRFIELD (466-2814/2514/2614)

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Chapter I Introduction

1-1 PURPOSE: To establish standing operating procedures for personnel assigned for duty at Hohenfels Army Airfield (HAAF) and aircraft operating at and around HAAF and in EDR-137. Provisions of this SOP will apply in the absence of other specific regulations or instructions.

1-2 REFERENCE: Appendix K lists references.

1-3 EXPLANATION OF TERMS:

a. Hohenfels Army Airfield: Hohenfels Army Airfield is depicted in Appendix J and consists of the runway, taxiway, finger apron, transient parking, and north sod and parking area.

b. Maneuver Training Area: The maneuver training area consists of the lettered training areas with boundaries as depicted on the Hohenfels range map (Truppenuebungsplatz Hohenfels, series M841-TR-Z, 1:25,000).

c. EDR-137: EDR-137 is the restricted area covering CMTC. Its boundaries are listed in the DOD FLIP AP-2A.

d. HAAF 2 NM Protected Area: The 2 NM Protected Area consists of a 2 NM radius around the geographical center of the airfield and bounded on the northern side by the Schmidmuhlen road. The HAAF 2 NM Protected Area is depicted in Appendix I of this publication.

1-5 DUTIES AND RESPONSIBILITIES

a. Commander, HAAF: Advises the CMTC Commander, 282d BSB Commander, and their staffs on all aviation related matters pertaining to airspace and facilities.

(1). Coordinate the support of all HAAF support agencies, to include Air Traffic Services, Air Force Weather, Flight Operations, and Refuel.

(2). Overall responsible for all aviation scheduling, activities and safety in the 2NM Protected Zone and EDR-137.

(3). Coordinate with installation units for required support such as transportation, engineer, and provost marshal.

(4). Establish and administer an Army aviation safety program for the airfield.

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(5). Ensure that applicable publications are available in the operations area.

(6). Establish and administer an OPSEC program for the airfield IAW AR 530-1.

(7). Coordinates the local flying rules for HAAF.

b. Airfield Safety Officer:

(1). Perform duties as outlined in AR 385-95 and DA Pamphlet 385-95.

(2). Act as liaison between the airfield and supported units in safety matters.

(3). Performs duties as required by the commander.

(4). Acts as recorder on the safety council.

(5). Establishes responsibilities and procedures for the aircraft pre-accident plan and coordinates aircraft crash/rescue activities.

c. Flight Branch Chief:

(1). Coordinates branch activities under the supervision of the operations officer.

(2). Supervises and trains flight operations coordinators in their assigned duties.

(3). Provides flight planning service; for example, current publications, maps and charts and NOTAM display.

(4). Schedules flight operations coordinators for tours of duty and ensures adequate coverage during peak periods.

(5). Ensures that the branch SOP provides for immediate notification of the operations officer in case of an impending emergency or an OPSEC violation.

(6). Acts as key control custodian.

(7). Monitors and controls use and maintenance of airfield vehicles.

d. Flight Operations Coordinator:

(1). Receives, reviews, and processes flight plans.

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(2). Transmits flight plan to the Army Flight Operations Detachment (AFOD)/Flight Data Processing (FDP).

(3). Advises the local control tower on proposed departures and arrivals.

(4). Notifies the operations officer when an arrival flight is overdue and whether it is operating under IFR or VFR or both.

(5). Keeps airfield services informed on ETA and ETD so the aircraft can be serviced as necessary.

(6). Notifies CMTC Protocol Office (466-1600) and Operations Group Executive Officer (466-2805/2806) of all inbound flights with VIP's (Code 7 and above) or as directed. If CMTC operations cannot be reached, notify CMTC DCOG or COG, in that order. Additionally notify Airfield Commander and operations officer.

(7). Advises the operations officer of any OPSEC violations.

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Chapter II General Procedures

2-1 GENERAL

a. A PPR is required for all transient aircraft who wish:

(1) Refuel during other than published refuel hours.

(2) Crash Rescue for Touchdown Emergency Procedure Training.

(3) NVD traffic pattern work. (Use of NVDs within the HAAF 2NM protected area is prohibited except for units permanently assigned to CMTC or aircraft in direct support of the CMTC mission.)

NOTE: PPR's may be obtained from Hohenfels Army Airfield Flight Dispatch 24 hours a day at ETS 466-2514/2814. Appendix A lists required information to be included in PPR.

b. All transient aircrews, prior to conducting flights in the Maneuver Training Area, must receive a briefing from the Hohenfels Army Airfield Base Operations/Flight Dispatcher and update their hazard/noise abatement map. The OPSGRP Rules of Engagement (ROE) briefing and the rotational unit exercise safety and Aviation procedures briefing will not be substituted for this brief.

2-2 FLIGHT PLANS/FLIGHT PLANNING

a. Flight Plans will be filed with Hohenfels Army Airfield operations/flight dispatch or unit operations, as appropriate.

(1) Flight plans (DD Form 1801) for flights outside EDR-137 will be filed IAW USAREUR Reg 95-1.

(2) Units operating from Hohenfels AAF as part of a CMTC rotation with an operational and established Flight Operations Section may file flight plans IAW procedures established in AR 95-1 and FM 1-300. The unit Flight Operations Section will then be responsible for passing flight information to Hohenfels Operations via landline or radio prior to each flight departure.

b. Weather observations and forecasts can be obtained from the Hohenfels weather station (466-2891). Weather forecasts may also be obtained by calling AFOD (373-6201, DBP 06221-57-6201) or the USAFE Operational Weather Squadron (496-6145/6146).

2-3 MAINTENANCE TEST FLIGHTS

a. Maintenance test flights will be conducted in the designated maintenance test flight area outlined in Appendix B. The area consists of that portion of EDR-137 that lies to the east of the river valley that runs from the Kallmuenz reporting point, north, to Schmidmuehlen.

b. Maintenance test flights may operate on an operations log/flight strip utilizing a standard callsign and maintaining communications with Hohenfels Tower/Advisory.

c. Maintenance test flights will notify Hohenfels Tower/Advisory before initiating all power-off maneuvers and when power is restored and a climb has been established.

2-4 NOISE ABATEMENT

a. Procedures for noise abatement will be IAW AFCENT Low Level Handbook and AP 2. Pilots will adhere strictly to arrival and departure routes published in the DOD FLIP.

b. Pilots will avoid overflights of built-up areas below 3000feet MSL, exercising extra caution to avoid the cities of Hohenfels, Grossbissendorf, Darshofen, and Steinmuehle. Preservation of the opportunity for aviation to train at Hohenfels is dependent on the actions of each aviator and aircrew. Flights through no-fly areas, noise sensitive areas, and over individual homes increases the complaints by local residents to the German Government. All aircrews will routinely update their maps to reflect all no-fly, noise sensitive, and restricted areas. Appendix C contains a list of permanent noise sensitive and no- fly areas. Current areas can be obtained from the hazards map in the flight planning office.

2-5 EMERGENCY PROCEDURE TRAINING. Hohenfels AAF and the Stoll Strip are the only approved area at CMTC for touchdown rotary wing emergency procedure training. PPR required prior to conducting training. Fixed wing emergency procedure training at HAAF is not authorized. Instructor pilots will ensure that crash response assets are on standby before initiating emergency procedures training.

2-6 CRASH RESCUE NOTIFICATION PROCEDURES

- a. Activate the primary alarm as required.
- b. Notify the necessary stations on the secondary alarm.
- c. Contact the Safety Officer and Airfield Commander.

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d. Notify AFOD.

e. Follow procedures in the pre-accident plan (Appendix E).

2-7 NOTICE TO AIRMEN (NOTAM). Hohenfels AAF operations is the focal point for all NOTAMS. Persons, offices, or organizations desiring to publish a NOTAM concerning HAAF or CMTC will contact HAAF operations (466-2514/2814).

2-8 GROUND OPERATIONS

a. Explanation of terms:

(1) FLIGHTLINE. Runway, taxiways, taxilanes, aircraft parking ramps, hardstands, and grass areas within the area of the airfield.

(2) GOVERNMENT MOTOR VEHICLE (GMV). Government owned/leased, German government owned/leased or authorized contractor owned/leased (AFFES, NAF, MSA, etc.) vehicle operated by properly trained personnel/contractors.

(3) VEHICLE. All wheeled devices (excluding aircraft), towed or propelled by self-contained power units, to include bicycles.

(4) PRIVATELY OWNED VEHICLE (POV). A non-government vehicle.

(5) AUTHORIZED PERSON. An individual in possession of proper identification with authorized access to HAAF to perform duty or conduct official business.

(6) AUTHORIZED VEHICLE OPERATOR. An individual properly trained and tested in accordance with this section and in possession of an Airfield Pass.

(7) AUTHORIZED VEHICLE. A vehicle driven by an authorized operator while complying with this section. All vehicles authorized to operate on the flight line must:

(a) Be operated by holders of an Airfield Pass, unless individually escorted by airfield operations personnel.

(b) Have the vehicle four-way flashers or rotating beacon system operational during the hours of darkness and during times of reduced or limited visibility.

(c) Have the meaning of control tower light signals available to the driver of the vehicle.

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(8) TOWER AREAS OF RESPONSIBILITY FOR GROUND OPERATIONS. The aircraft movement area to include runway, taxiways, aircraft parking ramps, aprons and all areas within 500 feet of the runway excluding General Patton Drive.

b. Responsibility:

(1) Airfield Operations will:

(a) Establish and monitor a system for controlling flightline vehicle and personnel traffic.

(b) Establish and provide training material for a local flightline driver's training program which will be administered by tenant organizations for all applicable designated military and civilian personnel. This program will be in addition to the training received through other driver testing programs.

(c) Administer the written flight line driving examination.

(d) Take the appropriate action to eliminate discrepancies and/or detain personnel until their duty section is notified of the incident(s).

(e) Monitor all construction and operations to ensure contractors are complying with this section; however, contractor drivers do not require the airfield pass. Contact BSB Engineers (contract management) to resolve any flight line driving discrepancies or violations with contractors.

(f) Suspend flightline driving privileges on-the-spot of those violators who represent an immediate safety hazard to themselves and other government resources.

(g) Provide additional training to those individuals who have been found deficient in flight line driving skills which resulted in flight line driving violation(s).

(2) Control tower will:

(a) Issue advisories to aircraft concerning vehicular and/or pedestrian traffic within the movement area.

(b) Control vehicular and pedestrian traffic within their area of responsibility, (excluding aircraft parking ramp) with light signals and/or two-way radio.

(c) Advise airfield operations of any observed violations to this section.

(d) Notify airfield operations when it is necessary to evacuate personnel and/or equipment from tower area of responsibility in the event of two-way radio failure.

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(2) DOL and DPW will:

(a) Ensure that all TMP, Engineer and contractor personnel and vehicles requiring access to the flight line have coordinated with airfield operations BEFORE starting work.

(b) Maintain direct two-way radio communications between work groups and the control tower while work is being accomplished in the aircraft movement area, with special emphasis on the area within 200 feet of the runway.

(c) Ensure all paved surfaces are cleaned and remove all debris and tools from the area after completion of any work.

(d) Ensure that the DPW implements procedures to ensure that all contractor personnel requiring access to the flight line are given special instructions on standard flight line traffic controls, control tower signals, and are advised on hazards before being granted access to the flight line.

c. Vehicle Operating Procedures:

(1) Vehicle operators will:

(a) Always give way to emergency response vehicles.

(b) Turn on 4 way flashers or headlights after sunset and/or during marginal conditions. Due to the high level of NVG use for night operations at HAAF, headlights will only be used when not in the vicinity of operating aircraft to prevent blinding the pilot.

(c) Obtain verbal tower approval and/or check for a green light before crossing the runway, entering an active taxiway, or entering the movement area.

(d) Yield the right-of-way to all taxiing or towed aircraft.

(e) Use a ground guide when maneuvering around and within 25 feet of an aircraft.

(f) When required to operate on the flight line, comply with the procedures and policies described in the section.

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(g) Will be familiar with airfield operations and make every effort to think safety at all times.

(2) Vehicle operators will not:

(a) Exceed the maximum speed limits prescribed in this section.

(b) Leave a vehicle running unattended. Vehicles have jumped into gear and caused extensive damage to aircraft, other vehicles and buildings.

(c) Operate a vehicle in closer proximity than 25 feet of any aircraft (except refuel, towing, and maintenance vehicles).

(d) Operate a vehicle on the flight line until they have completed the flight line driver's training program.

(e) Drive unnecessarily on SOD/grass areas.

d. Flight line Examination:

(1) Given by the airfield operations at the airfield, Bldg #702.

(2) Prerequisites:

(a) A daily or frequent job requirement to drive on the flight line.

(b) A completed DA form 348 with the appropriate vehicle qualification(s).

e. Speed Limits:

(1) Speed limits on the flight line are as follows:

(a) General purpose vehicles will not be operated at speeds greater than 15 MPH/24 KPH. 5 MPH/8 KPH will not be exceeded when operating on the ramp or within 50 feet of any aircraft.

(b) Special purpose vehicles and towing vehicles will be operated at a reasonable and proper speed not to exceed 5 mph when towing aircraft and/or any type of support equipment; i.e., trailers, auxiliary power units, etc.

(c) During periods of limited visibility and icy conditions, vehicle speed will be limited to 5 MPH or less.

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(2) The Bottomline. Safe driving is the responsibility of the vehicle operator at all times.

NOTE: When responding to emergencies, fire/crash equipment, ambulance, military police, and airfield operations vehicles may exceed speed limits with prudence and only when personnel and property are not endangered by doing so.

f. Foreign Object Damage (FOD): In order to prevent FOD, vehicle operators must take the following precautions while on the flight line:

(1) Vehicle operators will ensure that their vehicles are free of potential FOD before entering the flight line. Anytime a vehicle is driven off the airfield hard surface, the vehicle operator will check for FOD (especially in tire treads) upon initially returning to the hard surface. This applies especially to vehicles operating on taxiways under repair or grass and/or sod surfaces.

(2) The vehicle operator is responsible for cleaning any FOD tracked onto the hard surface areas. If assistance is needed to clean the area, report the location to airfield operations immediately.

g. Visual Tower Signals: ATC personnel control vehicles with various light signals as indicated herein. Adherence is MANDATORY.

(1) Steady green light. Cleared to cross runway.

(2) Steady red light. STOP. Do not move vehicle until further clearance is obtained.

(3) Flashing red light. Clear active runway immediately!

(4) Flashing white light. Return to starting point. (Back where you just came from.)

(5) Red and green light. General warning. Exercise extreme caution.

h. Bicycles. Bicycles are authorized on the flight line and operators are subject to the same restrictions, training and communication requirements for motor vehicles. Bicycles must have operational front and rear lights and must be illuminated during hours of darkness and reduced visibility.

i. Miscellaneous. Because of the critical and unique nature of aviation, certain activities must be controlled and restricted to protect our vital resources. Specifically:

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(1) There will be no open flames on the airfield and no smoking within 50 feet of aircraft or petroleum products. Requests for exceptions will be submitted to the HAAF Commander.

(2) There will be no recreational running/jogging on the airfield except along the perimeter road.

(3) There will be no sporting activities on the airfield. Exceptions may be made with the approval of the Airfield Commander or his designee.

(3) There will be no tactical vehicle washing on the ramps. Only FLIGHTLINE vehicles can be washed on the ramp provided the pavement is cleaned afterwards.

(4) Tactical vehicles will be washed at the Hohenfels wash point before entering the airfield ramp area.

(5) Headgear will not be worn on the airfield unless it is secured so that it cannot be blown off.

j. Private Owned Vehicle (POV). On a case-by-case basis, airfield management may authorize POVs on the airfield to meet operational needs. Make this request directly to the Airfield Commander or his designee. For each request include the name of the driver, vehicle make, vehicle year, color, and license number.

2-9 CUSTOMS CONTROL. HAAF is not an authorized point of entry for international flights. All arriving flights with an international point of departure will be refused permission to land except in cases when the pilot has declared an emergency. In that case notify:

- a. Airfield Commander (MIL 466-2514/2814)
- b. Hohenfels Customs Office (MIL 466-2012/2013)
- c. EAC/HTA OPS officer (MIL 466-2838/2837)
- d. GAAF Operations (MIL 475-8370/6249)
- e. Grafenwoehr Detachment of 42nd MP Group (MIL 475-1580/8359).

NOTE: Hold passengers until receiving instructions from 42nd MP Group.

2-10 SEVERE WEATHER PLAN

- a. Severe weather consists of:

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- (1) Tornadoes
- (2) Surface winds greater than 45 KTS
- (3) Hail 1/2 inch or larger
- (4) Freezing precipitation
- (5) Snow accumulation of 2 inches or more in 12 hours
- (6) Rain 2 inches or more in 12 hours

b. Hohenfels weather station will notify flight operations immediately of any forecasted severe weather.

c. Upon notification for severe weather, flight operations will implement the following severe weather plan:

(1) Disseminate warning to CMTC HQ's (DPTMS 466-1530). **Falcon Observer/Controller Team**(466-2368/2651), **Raven OPFOR Detachment**(466-4475), **AMFAC (466-2224)** and any aviation unit training at the airfield or maneuver training area. Additionally notify HAAF Commander and **MEDEVAC aircrew (466-2501/4919)**.

(2) Rotational unit will evacuate assigned aircraft as per Unit SOP.

(3) All CMTC Aviation Detachment aircraft will be hangered in Bldg 736 or tied down on designated pads.

(4) Any Aircraft that are not able to be evacuated will be hangared in Bldg 736 in the following priority:

MIL DESIGNATOR ICAO DESIGNATOR

(a) OH-58	BO6
(b) AH-64	H64
(c) UH-60	H60
(d) UH-1H	UH1
(e) CH-47	H47

NOTE: Hangar will be filled to capacity within existing regulations. Hangar will not be overfilled presenting an undue fire hazard.

NOTE: Helicopters with more than 2 main rotor blades will fold or remove them to maximize Hangar space if feasible.

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(5) All Aircraft remaining outside will be tied-down and moored in accordance with TM 1-1520-250-23-1.

(6) Airfield Commander will request artificial Barrier support, i.e. trucks, buses, tanks, armored personnel carriers, etc. thru DPTMS (466-1530).

(7) Artificial Barriers, if available, will be placed between the aircraft and the forecasted direction of severe winds.

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Chapter III
Airspace and Airspace Procedures

3-1 HOHENFELS AAF TRAFFIC PATTERN AND PROCEDURES.

a. Traffic Pattern - See Appendix D.

- (1) All traffic pattern work will utilize south traffic only.
- (2) Non-standard traffic pattern to Runway 27.
- (3) No overflights of POL/refueling operations when in progress.
- (4) No traffic pattern work is authorized between midnight and 0600 (local time), or anytime during the weekend and German holidays.
- (5) Night traffic pattern work is only authorized if Hohenfels Tower is operational.
- (6) Non-standard/emergency training traffic pattern work is authorized only when Hohenfels Tower is operational and Crash Rescue is on stand-by.
- (7) Left traffic to Runway 27: Right Traffic to Runway 09.
- (8) Altitudes - 2500 feet MSL for rotary wing aircraft: 3000feet MSL for fixed wing aircraft.
- (9) All takeoffs and landings will utilize standard traffic pattern procedures (nonstandardRWY 27) except as authorized by tower.
- (10) Rotational Units conducting training have priority for use of training facilities (the CMTC maneuver area).

b. Noise Abatement.

- (1) All VFR departures will expedite climb to traffic pattern altitude, except aircraft utilizing published low level flight routes.
- (2) All VFR arrivals will not descend below 500 feet AGL until established on final to either the airfield or helipads located within the two mile protected airspace.
- (3) Noise abatement rules do not apply when weather, aircraft performance, safety considerations or tower instructions require otherwise.

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c. VFR Reporting Points. All aircraft will contact Hohenfels AAF Tower (or Hohenfels Advisory when tower is closed) at the published VFR reporting points.

d. Ground Handling and Safety.

(1) Aircraft.

(a) Permission will be received from HAAF Tower prior to taxiing or hovering. When tower is closed, aircraft will inform HAAF Advisory of their intentions prior to movement.

(b) Taxiing or hovering aircraft will follow centerline of the runway, taxiways, or ramps unless otherwise instructed by Tower.

(c) Aircraft will be hover taxied, ground taxied, hovered, or towed at a reasonable speed not to exceed a brisk walk on ramps, parking aprons, or taxiways.

(d) No helicopter will taxi or hover within 50 feet of another aircraft or building. Helicopters will be extremely cautious while hovering to minimize rotorwash around buildings and other aircraft.

(e) Fixed wing aircraft and wheeled helicopters will be chocked as soon as possible after shutdown.

(f) Aircraft will not be towed unless accompanied by a ground guide at each wing or sideward projected rotor tip.

NOTE: When aircraft are parked in the hangar, they will be grounded, and battery disconnected. Fixed wing aircraft or wheeled helicopters will be chocked.

(2) Personnel.

(a) Personnel desiring to walk between HAAF Base Operations building and North Sod area will not cross the runway without approval from the tower when operational.

(1) Personnel walking from the North Sod area will stop at the steps and wait for a green light gun signal from the tower before crossing the runway.

(2) Personnel walking to the North Sod area from the Base Operations building will inform Base Operations of their intentions, who will inform tower. Prior to crossing the runway, face the tower and wait for a green light gun signal before crossing the runway.

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(b) Personnel walking on the airfield at night will carry (and have operating) an unfiltered (white light) flashlight.

(3) Refuel Operations.

(a) Due to noise concerns, hot refuel operations will not be permitted on the airfield.

(b) Aircraft will be positioned a minimum of 50 feet from buildings, other aircraft, or any source of ignition during refuel/defuel operations.

(c) Due to limited refuel capability, HAAF will provide refuel to permanent party, MEDEVAC aircraft and prioritized transient aircraft only. After normal duty hours, 400 gallons is the maximum fuel available (except for MEDEVAC) until after the start of the next duty day. PPR for fuel is required for all transient aircraft arriving after 1545 hrs (local) and before 0800 hrs (local) the next day. Refuel of MEDEVAC has priority.

(d) Any refuel operation established within the 2 NM Protected Area must be coordinated thru HAAF Base Operations.

(e) Rotational Units are required to provide their own refuel capability.

(4) North Sod Procedures.

(a) Closed traffic is not authorized to North Sod area.

(b) Aircraft landing at the North Sod should terminate their approach to the western most sodded area and hover to their desired parking area.

(c) Caution and right of way should be given to vehicle traffic on the road between the airfield runway and sod area. Exercise caution in the vicinity of telephone junction boxes along southern side of sod area.

3-2 FLIGHT RULES.

a. Aircraft flying in the 2 NM Protected Area around Hohenfels cantonment area will be at a minimum of 2500 feet MSL, (3000 feet MSL fixed wing), weather permitting; unless otherwise instructed by ATC or requested by the pilot. Procedures for flights into and out of the 2NM Protected Area are:

(1) Aircraft entering the 2NM Protected Area will climb to 2500 feet MSL, (3000feet MSL fixed wing), prior to crossing Hohenburg South (Grid QV 021563) or Shark (Grid QV 102575) and will remain at altitude until starting a landing approach.

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(2) Aircraft exiting the 2NM Protected Area will maintain traffic pattern altitude until crossing Hohenburg South or Shark.

b. Flight Following.

(1) Aircraft will remain under the control of tower while in the 2NM Protected Area, while established on a VFR arrival/departure route and while conducting test flights in the test flight area.

(2) Aircraft not participating in a rotation exercise will not enter the maneuver area without permission from the DTOC or Airfield Commander. Non-rotational aircrews who coordinate directly with the DTOC for authorization to enter the maneuver area will advise Hohenfels Tower of this authorization on initial contact.

(3) Aircraft will contact Hohenfels Tower prior to entering the 2NM Protected Area at Shark and Hohenburg South.

(4) Frequencies.

	FM	UHF	VHF
Hohenfels Tower/Advisory	40.20	341.7	141.95

3-3 WEATHER MINIMA.

Day, night Aided and Night Unaided will use weather minimums as prescribed by UR95-1 unless higher minimums are specified by the using unit's home station SOP.

NOTE: When weather is forecast or reported below VFR, aircraft must be equipped for IMC flight IAW AR 95-1, Table 4-2.

3-4 NVG/NIGHT TRAINING

a. All NVG training will be conducted IAW DA Directives, USAREUR requirements, FM 1-202, FM 1-204, and appropriate Aircrew Training Manual (ATM).

b. Requests for NVG training at HAAF will be coordinated at least 72 hours in advance to allow for proper NOTAM procedures. Requests to alter the airfield lighting configuration to support un-NOTAMed NVG operations will not be honored.

c. NVG operations/training at HAAF can be conducted, provide the following:

(1) The Hohenfels Tower is operational, manned by qualified ATC personnel, and equipped with NVG's. Requesting unit must provide tower personnel with NVG's.

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(2) Crash Rescue is on stand-by for aircraft conducting closed traffic ATM training.

(3) All aircraft operating within the traffic pattern are operating under NVG. No mixing of aided and unaided aircraft allowed.

(4) The airfield lighting configuration is NOTAMed.

(5) If an unaided aircraft wishes to land, all aided aircraft will depart the pattern until the unaided aircraft is on the ground.

d. Air Traffic Controller (ATC).

(1) ATC personnel will receive instructions on the operation of NVG's prior to controlling NVG aircraft.

(2) ATC personnel will ensure the airfield and control tower are prepared for NVG training/operations.

(3) Continuous visual contact with NVG aircraft in the pattern is not required. Use NVG's as necessary.

(4) Tower personnel will have a pair of NVG's when aircraft are conducting NVG training/operations within the traffic pattern.

e. Maximum number of aircraft in the traffic pattern at any time is three.

f. Traffic pattern altitude will be 300 feet AGL for NVG aircraft.

g. NVG closed traffic pattern is south traffic 09/27.

h. Runway will be lighted as requested by the NOTAMed user.

i. Lighting Requirements for HAAF:

(1) Single Aircraft.

(a) Night unaided, anti-collision lights on, position lights bright.

(b) Night aided, anti-collision lights on or off (as directed by the AMC), position lights bright.

(2) Multi-ship (flight of two or more aircraft).

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(a) Night unaided, trail aircraft will operate with anti-collision lights on and all aircraft position lights bright.

(b) Night aided, trail aircraft will operate with anti-collision light on and position lights bright. The rest of the flight may operate with NG position lights on.

(3) The filtered landing/searchlight will be turned on when entering the airport traffic pattern. The landing/searchlight should remain on until the aircraft has landed.

j. Radio Communications.

(1) NVG aircraft operating within the 2NM Protected Area or flight following with Tower/Advisory will add the word "Goggles" after the aircraft callsign.

(2) Primary flight following will be via UHF 341.70.

(3) Night air-to-air will be FM 40.20 (Hohenfels Tower/Advisory).

k. Emergency Procedures. When an emergency is declared during night or NVG operations, the following procedures apply:

(1) Aircraft on the ground will remain on the ground at their present position and go to flat pitch unless otherwise directed by ATC.

(2) Aircraft in the air will:

(a) Climb to 700 feet AGL and make high go-arounds in traffic pattern or depart the area.

(b) Follow instructions from ATC.

3-5 CANTONMENT AREA HELIPADS AND TACTICAL LANDING AREAS. The following are the only authorized landing sites within the cantonment area:

Main Post VIP Pad QV 063564.

MEDEVAC Pad QV 064565.

NOTE: MEDEVAC pad is restricted for medical use only.

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Chapter IV
SAFETY

4-1 GENERAL

a. RESPONSIBILITIES:

(1) Commander, HAAF: Because accident prevention is a Command responsibility and must be integrated into all areas of the operation and maintenance of aircraft, the Commander will ensure that:

(a) Sound flight principles and safe practices are followed in all aspects of flight operations regardless of mission.

(b) The Aviation Safety Officer is school trained and designated as the Unit Safety Officer on orders.

(2) Aviation Safety Officer will:

(a) Assist and advise the Commander on all matters pertaining to accident prevention.

(b) Plan, organize, and supervise the Accident Prevention Program.

(c) Monitor policies and procedures to ensure integration of accident prevention principles and policies into all aviation related activities.

(d) Maintain files and records of accident prevention functions.

(e) Observe flight and ground operations to detect and correct unsafe practices.

(f) Conduct a monthly crash drill.

(g) Maintain a current pre-accident plan.

(h) Maintain a reference file of aviation safety literature.

(i) Inspect the physical condition of the CMTC helipads for hazards.

(j) Ensure a semiannual aircraft accident prevention survey is conducted IAW 12th Edition Guide.

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- (k) Encourage and monitor the use of the Operational Hazard Report (OHR).
 - (l) Maintain an effective hearing conservation program.
 - (m) Maintain an effective Foreign Object Damage (FOD) Prevention Program.
 - (n) Ensure aviation hazards map is updated monthly as a minimum and prior to each rotation involving aviation units.
- (3). Crew Members/Mechanics will:
- (a) Ensure that all cowlings are secure, all covers and tie downs are secure inside that aircraft, and a fire guard is posted prior to each engine start.
 - (b) Ensure that the aircraft control locks are installed or the rotor blades are tied down after each flight.

4-2 ACCIDENT PREVENTION.

- a. Ground Operations:
 - (1) All landing, taxi, and parking areas will be clear of obstacles to provide moving and/or parked aircraft with at least 25 feet of clearance.
 - (2) Aircraft will not be operated in close proximity to hangars or buildings. The yellow line on the ramp indicates the minimum safe distance from the hangar.
- b. Flight Operations:
 - (1) All flights will be conducted in accordance with existing regulations.
 - (2) Before doing low level proficiency flying a thorough wire hazard check will be made, and the flight operation hazard map will be updated.
 - (3) When operating rotary wing aircraft in the vicinity of other aircraft and/or loose objects, consideration will be given to the possible effects of rotor wash.
- c. Aircraft Accident Prevention Survey:
 - (1) The Aircraft Accident Prevention Survey will be used as a guide for the Commander to increase his awareness of potential problem areas within the unit.
 - (2) Standard MFR format noting positive and negative points regarding MFR Aviation Safety.

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(3) Immediate steps will be taken at the lowest level to correct all deficiencies noted. Deferred correction of known deficiencies is not acceptable unless substantiated by a bona fide work order.

(4) Follow-up surveys will be conducted to ensure that corrective actions were taken on recommendations made on previous surveys. The Aviation Safety Officer will maintain on file the most recent twelve months of survey reports, recommendations made, and corrective actions taken.

4-3 OPERATIONAL HAZARD REPORT PROGRAM.

All units assigned or attached and units in rotation will comply with the Operation Hazard Report Program as stated in AR 385-95, Chapter 3.

4-4 HEARING CONSERVATION.

It has long been recognized that continued exposure to high intensity noise may cause permanent loss of hearing which can affect job performance and safety. It is also well established that noise induced hearing loss is one of the most prevalent occupational health impairments in the military, and one of the most easily preventable, in most cases. Therefore, the following guidelines are established:

a. All HAAF personnel will have hearing protection devices in their possession at all times when entering or working in designated noise hazardous areas. All noise-hazardous areas are distinctly marked with caution signs.

b. Hearing protection equipment is defined as ear plugs, aural protectors, or the **HGU56/P** Flyer's Helmet. Personnel using earplugs will ensure that they are properly fitted in the ear canal. Personnel using the aural protectors will ensure that the ear cup seals are not torn, punctured, or hardened, because any of these conditions will not allow the devices to provide adequate protection. Personnel using the **HGU56/P** helmet will ensure that the ear cup seals are not torn, punctured, or hardened, and that the chin strap is securely fastened in order to provide maximum protection.

c. Personnel proceeding to an area where there is obviously a noise hazard present, i.e., an aircraft with an engine running and props or rotor blades turning, will put on the appropriate hearing protection before entering the area.

4-5 FOREIGN OBJECT DAMAGE (FOD) PREVENTION.

a. **RESPONSIBILITIES.** Foreign Object Damage (FOD) prevention is a command responsibility. Section OIC's and NCOIC's will ensure that all personnel are made aware of their individual responsibility to the FOD Prevention Program.

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b. OPERATING PROCEDURES.

(1). Commander

- (a) Is responsible for implementing the FOD Prevention Program.
- (b) Periodically inspects and supervises FOD Prevention.
- (c) Provides for adequate FOD containers throughout maintenance and flight line areas.

(2). Aviation Safety Officer or NCO

- (a) Continuously monitors and surveys the FOD Prevention Program.
- (b) Ensures an on-going inspection system of current and proposed landing area.
- (c) Ensures that the FOD Prevention Program is addressed periodically at accident prevention meetings.
- (d) Advise the responsible supervisors of areas where FOD potential exists.
- (e) Advises operations personnel on known or suspected FOD potentials which may have an effect on a specific mission, i.e., snow, sand, birds, & other objects.
- (f) Performs periodic FOD prevention inspections, using a checklist, and maintains a file of completed inspections.

(3). Personnel (aviators, crewchiefs, and other flight line personnel). All personnel will use the FOD containers located on the airfield.

c. Daily FOD Check:

(1). A daily FOD inspection of the runway, and taxiway, will be made by the fuel handler at the beginning of his shift. On weekends the dispatcher will make the check after arriving at HAAF, before relieving the dispatcher on duty. FOD check will be annotated on the daily staff journal.

(2). A daily FOD inspection of assigned areas is the responsibility of the using agency. A "General Purpose FOD Control Checklist", APPENDIX E, or similar unit checklist, ICS AR 385-95, APPENDIX D will be used.

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4-6 HOHENFELS/EDR-137 HAZARD MAP.

a. The master CMTC Training Area hazard map is maintained by the HAAF Base Operations/Flight Dispatch. It is updated no less than monthly.

b. A wire hazard survey of the training area will be conducted by the rotational unit, and the hazard map will be updated before any tactical flight is approved.

4-7 MISHAP REPORTING.

a. Telephonic reports of all available information concerning an aircraft mishap will be made to the Hohenfels Safety Office as soon as possible IAW the CMTC Pre-accident Plan (466-2865).

b. An information copy of all PRAMS (Class D and above) originating as a result of an incident at HAAF will be provided to the HAAF Base Operations/Flight Dispatch.

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Chapter V
POL PROCEDURES

5-1 General.

a. POL Supervisor:

(1) Ensures that an adequate supply of POL products and oil absorbing material are on hand at all times.

(2) Ensures that all POL personnel are qualified to perform assigned duties, have a valid USAREUR driver's license and **are HAZMAT qualified.**

(3) Supervises and conducts the training of POL handlers, aviation maintenance personnel, and crew members as required.

(4) Supervises first echelon maintenance on assigned vehicles.

(5) Ensures that all required reports and records are completed and accurate.

(6) Periodically spot checks operators for proficiency and knowledge of procedures.

(7) Conducts a daily inventory of JP8 in fuel tankers.

(8) Conducts a monthly inventory of all POL products to ensure proper stock rotation.

(9) Ensures all POL personnel are familiar with the POL LOI and Installation Spill Contingency Plan.

(10) Schedules each POL vehicle for a 100% technical inspection at a minimum of once per quarter.

b. POL Handlers:

(1) Ensure all daily and weekly inspection and continuity checks are performed IAW appropriate publications.

(2) Ensure that preventive maintenance checks are performed on fuel tankers.

(3) Ensure that all safety precautions and correct refueling procedures are followed during all refueling operations IAW Appropriate publications.

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(4) Airfield services personnel, when engaged in refueling operations, will:

- (a) Wear safety helmets and coveralls. (Cold weather coveralls as appropriate.)
 - (b) Wear safety goggles and gloves.
 - (c) Ramp flags will not be used IAW TS 43-PS-429, August 1988, Pg. 40.
 - (d) Ensure that parked POL vehicles have wheel chocks in place at all times.
 - (e) Ensure the POL vehicles and aircraft are properly grounded prior to dispensing fuel.
 - (f) Ensure drip pans are used under all hose and nozzle connections.
- (5) Maintain containers for waste fuel, oil, used POL containers and used soiled rags, one set at the hangar and one set for unit to sign out.

5-2 REFUELING OF NATO FORCES AIRCRAFT

The person receiving the services will sign and fill out five (5) copies of DA Form 3161 with the following information: Name, rank, serial number, type of aircraft, aircraft serial number, unit address and the recipient's signature. The second (2) copy will be given to the pilot. The original plus three (3) copies will be sent to Budget Branch, Resource Management.

5-3 RECORDS AND REPORTS.

Records will be maintained on filter element changes on the HEMMT and the Mercedes Fuel Tanker. Element changes are required every 24 months or when the pressure differential indicator is in the red.

5-4 SAFETY.

- a. Ensure that, prior to refueling, the POL tanker exhaust pipe is at least 20 feet from the filler port and 10 feet from the aircraft, and a fire guard is posted.
- b. Two fire extinguishers will be readily available during all fuel tanker and refueling operations.
- c. Ground guides will be used when backing vehicles.

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d. Aircraft will not be refueled during electrical storms or if lightning is present within 5 miles of the airfield.

e. Aircraft will not be serviced when they can not be properly grounded IAW FM 10-68.

5-5 ENVIRONMENTAL PROTECTION.

a. General.

(1) The Airfield Safety Officer is appointed as the Environmental Protection Officer.

(2) In the event of fuel spillage, the CMTC Fire Station will be contacted immediately IAW the Installation Spill Contingency Plan.

b. Disposal of Waste of Contaminated Fuel and Oil.

(1) Fuel from aircraft and tanker samples will be placed in the fuel waste barrel. Fuel waste barrels will be at least 50 ft from all buildings.

(2) Waste or contaminated oil, hydraulic fluid, etc will be placed in a waste oil barrel.

(3) POL contaminated rags, and "packages" left after using packaged POL, will be placed in a separate trash container.

(4) Waste fuel and oil will not be placed in the same barrel.

(5) Contact DEH/Utilities (466-2662) for disposal of waste fuel, oil, and POL contamination trash.

(6) Using unit is responsible for properly disposing of all waste fuel and oil before departing 40S at the end of their rotation.

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Chapter VI
FIRE PLAN

To establish policies, procedures, standards and responsibilities for fire prevention and protection. This plan encompasses the specific preparatory measures, duties, and operating procedures essential to activate all fire fighting services and associated supporting activities in a rapid and orderly manner, and general fire prevention policies. Fire prevention, fire protection and the prevention of injuries and loss of life from fire is the responsibility of commanders.

6-1 FIRE FIGHTING PROCEDURE FOR HAAF.

a. General:

(1) Personnel will strictly adhere to posted fire orders.

(2) The HAAF operations will immediately notify by telephone the Airfield Commander and operations officer of any fire on HAAF and any resulting injuries or damage to facilities.

b. Fire Fighting Equipment:

(1) Fire truck located at **Hohenfels Fire Station (Bldg #48) HM 466-2858, EMERGENCY DIAL 117.**

(2) Fire extinguishers are centrally located in every building at the airfield and along aircraft parking areas at HAAF.

c. Notification Plan:

(1) The person discovering a fire on the airfield will give the alarm using the oral sound "FIRE". Notify fire station telephone #117.

(2) After the fire station has been notified (use "HOT LINE" or 117), the following work sections will be notified in the order considered to be most critical and expeditious.

Flight Operations (Dispatch Desk)	HM 2814/614 or intercom
Control Tower	HM 2815/714 or intercom
Weather Section	HM 2891/691 or intercom
Airfield Commander	HM 2814/614 or intercom
Aviation Safety Officer	HM 4491
EAC	HM 2838/837

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d. Personnel Duties:

(1) The senior person present will assume control of all personnel at the airfield for the duration of an emergency.

(2) Tower Personnel will utilize the primary crash alarm system in calling the fire station, airfield operations, dispensary(for ambulance), and DTOC giving all possible information concerning the fire. All other stations on Crash Alarm System will be informed to stand by or disregard.

(3) Operations Personnel:

(a) Notify as in para (2) above.

(b) Inform the Airfield Commander, operations officer and Safety Officer as soon as possible.

(c) The flight dispatch section will be utilized as the communications center. All information or requests for information will be relayed through flight dispatch. A log of all conversations will be kept for future use and possible investigation.

(d) In the event of a fire in the Flight Operations Section that would jeopardize the safety of the dispatcher, the dispatcher will use the telephone from another building considered out of danger.

(4) Auxiliary Fire Fighting Crew:

(a) All assigned personnel present on the airfield will be part of the auxiliary Fire Fighting crew.

(b) The senior person will assume command of the auxiliary fire fighting crew. The senior person will also keep strict accountability of every person given an assigned duty in combating the fire.

(c) If the Fire Truck is present, or upon arrival of the fire department, the auxiliary fire fighting crew will be used to control traffic and assist the fire trucks whenever requested.

6-2 FIRE PREVENTION PROCEDURES.

a. Smoking or open fires: Smoking or open fires are prohibited within 50 ft of hangar, aircraft, POL storage areas and refueling points.

b. Parking of vehicles: Vehicles will not be parked within 20 ft of any building.

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c. Waste Oils and Grease: Waste oils and grease will be deposited in appropriate containers IAW POL SOP para 8.

d. Fire extinguishers: Fire extinguishers will be kept in a state of readiness at all times and not removed without an approved work order. All fire extinguishers will be checked monthly by the flight operations. Empty or defective fire extinguishers will be taken to the fire station for exchange or repair and semi-annual or annual maintenance inspection.

e. Stoves: Fires will not be started with gasoline or kerosene.

f. Police: Personnel will be conscious of a high state of police at all times. Trash and oil soaked rags will be deposited in the proper containers. A clean-as-you-go policy will be established in all work areas.

(1) Personnel are responsible for practicing fire prevention at all times.

(2) Evacuation: Evacuation plans will be posted in each room in the building.

g. Rotational unit fire marshals or representative will report to the fire station Bldg# 48 for a briefing.

6-3 FIRE ORDERS AND DEFENSE PLAN.

a. In accordance with USAREUR Manual 420-90, the following will be complied with by all personnel at the Hohenfels Army Airfield. All occupants of every building will be familiar with 7th ATC Regulation 420-90 (Fire Regulation).

b. Instructions for sounding the alarm:

(1) Alert all occupants of the building by shouting "FIRE".

(2) Contact the Fire Department by dialing "117" give the exact location and type of fire. Do not terminate phone call until the fire department verifies your information.

c. Evacuation and Defense Instruction:

(1) Work will stop immediately and classified documents will be secured. All windows and the doors that are not exits will be closed. Occupants will evacuate the building via the fire evacuation floor plan. No one will return for personal property.

(2) The senior person will take charge of the fire fighting activities until the arrival of the fire department.

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(3) Upon the arrival of the senior member of the fire department, the senior military person present will inform him of the status of evacuation, the location of the fire and the fire fighting teams.

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Chapter VII
PHYSICAL SECURITY PLAN

7-1 GENERAL: Army airfields are potential terrorist targets; consequently, physical security standards must be established.

7-2 RESPONSIBILITIES:

- a. The Airfield Commander has overall responsibility for airfield physical security.
- b. Airfield operations manages the airfield physical security program for the airfield commander.
- c. The following sections are responsible for controlling access to their respective areas:

FALCONS	BLDG 703
RAVENS	BLDG 740
AMFAC	BLDG 735, 736, 739
A/3/58 ATC	BLDG 700
S3, 282ND BSB	BLDG 710
BASE OPERATIONS	BLDG 702

- d. Each individual working on the airfield will be alert for uncontrolled access and suspicious people moving about the airfield.

e. Pond's Security provides security Under Provisions of Contract DAJA22-97-C-0045.

7-3 AREA SECURITY: The following facilities and areas are considered mission essential to the operation of Hohenfels Army Airfield and are listed in the order of priority for safeguarding.

- a. Operations office and aircraft are the first priority for protection. Base Operations, although not directly responsible for providing security for parked aircraft, will assist when possible.
- b. Building #702 contains the Base Operations Office, Flight Planning Room, Air Traffic Control Office, and the Hohenfels Weather Station Offices.
- c. Building #700 contains the Air Traffic Control Tower and Radio Room. During normal duty hours security is provided by the air traffic controllers on duty.

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d. POL storage area contains **two JP8 refuel trucks (HEMMT - 2500gal. and Mercedes - 1600 gal.)**.

7-4 CONTROL MEASURES: The following measures will be employed to restrict access and movement on the airfield.

a. Personnel Access: Authority for access to the mission essential areas described above are as follows:

(1) During normal duty hours access to ramps, aircraft movement and parking areas is authorized by the Control Tower, Base Operations, **Falcon Operation, Ravens or AMFAC**.

(2) During normal duty hours access to the ATC Office is authorized only by the NCOIC, Air Traffic Controllers.

(3) Access to the Control Tower is limited to authorized personnel only.

(4) Access to all other areas, and the areas in 1, 2 or 3 above during other than normal duty hours, is authorized by the Airfield Commander and/or the Base Operations dispatcher on duty.

(5) Visitors (civilian and dependents) will be escorted at all times and will only have access to those areas needed to conduct their stated business.

(6) Identification and Control: Personal recognition will be the primary means of personnel identification. If personal recognition is not possible, unidentified personnel will be challenged using proper courtesy and their identification verified by ID CARDS, and/or Airfield Pass.

(7) Photography. Photography on the airfield is prohibited except when authorized by the Installation Commander or Airfield Commander. Airfield operations will coordinate photography requirement with aviation units.

b. Vehicle Access:

(1) All vehicles on the airfield are subject to search upon order of the Post Commander.

(2) Civilian vehicles will be parked in designated areas only.

c. Airfield Entry and Exit is limited as follows:

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- (1) Gate 1. Entry and exit to gate 1 is limited to those personnel who work on the westside. Only airfield operations and BSB Engineers are allowed free access to

the westside. Other personnel will restrict their activities to the area around buildings 700, 702. MEDEVAC crews for access to BLDG 710.

(2) Gate 2. **Pond's Security will limit access through Gate 2 to those personnel on access rosters or persons escorted by rostered personnel.**

- (3) Gate 3 & 4. Gates 3 and 4 are for emergency vehicle access only.

d. A list of people and activities that require routine access follow:

- (1) Airfield management (safety, operations, inspectors, refuelers, etc.).
- (2) BSB Engineers (electricians, sweepers, snow removal, painters, mowers, etc.).
- (3) CID/OSI and VIP security.
- (4) Fire Department.
- (5) Military Police (office airfield business--flashing blue light/emergency).
- (6) Ambulance (official airfield business--flashing blue lights/emergency).
- (7) VIPs; their drivers and escorts.

7-5 SECURITY FORCES:

- a. Pond's Security provides perimeter patrols for HAAF and all airfield property.
- b. During normal duty hours the dispatcher and POL personnel will provide security for all airfield property. Controllers on duty in the control tower will provide security for building 700.
- c. After normal duty hours the dispatcher on duty, MP patrols and/or EAC patrols will be provided to make periodic security checks of the airfield property.
- d. Aircraft Security is the responsibility of the owning unit.

7-6 KEY CONTROL:

- a. The Flight Dispatch Chief is appointed as the Key Control Custodian for HAAF.

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- b. A key control box will be established in the airfield operations office.
- c. Only designated personnel will have access to the key control box. A list of authorized key custodians will be maintained in the key control book.
- d. After normal duty hours the key control box will be under control of the dispatcher.
- e. Key Identification: All keys maintained in the key control box will be tagged by number to match the key assignment roster attached to the inside of the key box.
- f. A key sign out list, listing all authorized to sign out each key, will be maintained in the key control book.
- g. A semi-annual inventory of keys will be conducted by the key custodian and maintained in the key control book. The individual conducting the inventory will sign an inventory sheet adjacent to his printed name and enter the date of the inventory.
- h. Lost, damaged or destroyed keys will be reported to the Airfield Commander.
- i. No keys will be issued on a "permanent" basis to individuals and all spare keys or locks will be stored in the key control box.
- j. A joint inventory of all keys will be made at each change of shifts and annotated on DA Form 5513-R or AE form 2670.

7-7 PHYSICAL SECURITY PROCEDURES.

- a. Security of doors, windows, and offices.
 - (1) The dispatcher will secure the operations buildings and doors during the hours of darkness when no traffic is scheduled.
 - (2) The control tower personnel will secure building 700 prior to departing the airfield each day.
 - (3) The ATC Facility Chief, or senior controller on duty, will ensure the ATC Office is secured prior to departing the airfield each day.
- b. Security of POL storage area.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

(1) POL personnel will ensure the gate to the POL area is locked at all times except for issue or receipt of POL supplies.

(2) The Military Police Will make periodic checks of the POL storage area after normal duty hours and on weekends/holidays.

(3) All keys to the POL storage area will be placed in the key control box when not signed for by authorized personnel.

7-8 TRANSIENT AIRCRAFT. Units are responsible for security of their aircraft. As a minimum the following will be complied with while at the airfield.

- a. All aircraft doors will be properly secured with installed locking devices.
- b. Aircraft will be checked at least every 3 hours by roving guards during hours of darkness.
- c. Coordinate physical security plans with the Airfield Commander and/or the Base Operations Dispatcher on duty.

7-9 THREATCON ACTION

a. THREATCON ALPHA.

(1). General:

- (a) Increase security awareness.
- (b) Regularly check security of buildings and facilities over weekends and holidays.

(c) Protect travel itineraries of visiting dignitaries.

(2). HAAF Operations:

- (a) Be aware of suspicious vehicles entering the airfield.
- (b) Contact CMTC Operations/MP Station if any questions arise.
- (c) Increase diligence in observations of buildings.

b. THREATCON BRAVO.

(1). General:

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

- (a) Ensure implementation of measures indicated for Threatcon Alpha.
- (b) Request an increase of MP patrols and additional guards.
- (c) Brief all personnel on threat condition and emphasize security awareness.

(2). HAAF Operations: Continue Threatcon Alpha actions

c. THREATCON CHARLIE.

(1). General:

- (a) Ensure implementation of measures indicated for Threatcons Alpha and Bravo.
- (b) Ensure maximum security awareness of assigned personnel.
- (c) Request duty hour guards from S3, BSB.
- (d) Establish a 24 hour emergency on-call roster.

(2). HAAF Operations:

- (a) Conduct all actions under Threatcons Alpha and Bravo.
- (b) Keep all doors closed and locked at all time, except for authorized personnel entry.
- (c) Strictly adhere to access roster for personnel entry to HAAF.

(3) THREATCON CHARLIE Guard Operations.

- (a) Additional guards, if available, will be utilized primarily as roving guards.
- (b) Until such time as extra guards are available, HAAF personnel will assume guard control.
- (c) Upon utilization of Alert/Reaction Force, a coordination center will be set up in the EAC. Airfield Commander/Operations Officer HAAF will be notified immediately of any incidents.

(4). Roving Guard.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

- (a) Conduct all actions under Threatcons Alpha and Bravo.
- (b) Check all parked vehicles for suspicious contents.
- (c) Guards will remain in the vicinity of:
 - (1) Airfield Operations and Tower.
 - (2) Hangar and Weather Station.
- (d) Twice a day guards will sweep woodline on both sides of airfield.
- (e) Guards will have radio contact with operations HTA.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX A - Required PPR Information

Hohenfels Army Airfield SOP

PPR/MSN NUMBER = _____
MM/DD/##

TIME PERIOD REQUESTED _____

REQUESTING UNIT _____

AIRCRAFT	<u>TYPE</u>	<u>NUMBER</u>	<u>CALLSIGN</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

PURPOSE OF MISSION: _____

FUEL REQUIRED: YES NO.

SCHEDULED BRIEFING DATE: _____

POC NAME: _____

PHONE: _____

APPROVED/DISSAPPROVED

CLINT F. BOSWELL
CW3, USA
Airfield Commander

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX B - Maintenance Test Flight Area Diagram

TEST FLIGHT AREA

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX C - Noise Sensitive/Avoidance/No Flying Areas.

C-1 NOISE SENSITIVE

<u>NAME</u>	<u>LOCATION</u>	<u>SIZE</u>
Aderlshausen	QV063634	500m
Albertshof	PV954645	500m
Allersburg	QV023656	500m
Breitenthol	PV997555	500m
Dietldorf	QV147545	500m
Emhof	QV136582	500m
Freudenricht	PV977556	500m
Hohenfels	QV074542	1km
Hoermannsdorf	QV005548 to QV019541	1km
Mendorferbueh	QV061666	1km
Rartsbach	PV995668	500m
Roarbuch	QV139524	500m
Schmidmuehlen	QV133621 to QV129617 to QV135609	1km
Velburg	PV948571 to PV957576	1km
Winbuch	QV101639	1km

C-2 NO FLY AREAS

<u>NAME</u>	<u>LOCATION</u>	<u>SIZE</u>
BLDG 1 HQ'S	QV061566	
DISPENSORY	QV065565	
SCHOOL/CHURCH	QV062564	
ASP #2	PV978573	500m
Durshofen	PV962500	1km
Grossbissendorf	QV051555	500m
Hohenburg	QV033643 to QV039639	500m
Utzenhofen	PV954684	1km

C-3 DANGER AND RESTRICTED AREAS

EDR-136	Grafenwoehr
EDR-137	Hohenfels
EDR-138	Siegenburg

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX D - Hohenfels AAF Traffic Pattern Diagram

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX F - FOD Checklist

GENERAL PURPOSE FOD CONTROL CHECKLIST
Hohenfels Army Airfield

Date: _____

YES NO

1. Are maintenance personnel on the flight line practicing FOD control procedures as required by the SOP?
2. Are periodic checks made?
3. Are magnetic or nonmagnetic sweepers used when available?
4. Are equipment and material not in use kept clear of maintenance area?
5. Are all personnel periodically briefed on FOD and FOD prevention techniques.
6. Is equipment available to keep runways, taxiways, hoverlanes, & parking area clean?
7. Are runways and other areas normally used for hover and ground operations inspected regularly?
8. Where practicable, are ground recons made of all landing areas to determine FOD potential?
9. Do aircrews, maintenance personnel, and ground personnel report unsatisfactory conditions when encountered?
10. Are FOD containers with stay shut lids readily available around the flight line and hangar areas?
11. Are FOD containers prominently marked?
12. Are tools accounted for after work is completed?
13. Are tools used on the job accounted for while work is being done?
14. Are supervisors conducting periodic inventories of selected tool boxes?
15. Are EIRs being submitted on FOD problems when applicable.
16. Are engine inlet and outlet covers used when required?

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

17. Are fuel sample areas being used properly?

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX G - SNOW AND ICE REMOVAL

1. PURPOSE: To establish procedures for snow, slush, and ice removal at the HAAF.

2. REFERENCE: BSB snow and ice control SOP.

3. RESPONSIBILITIES:

a. POL Section:

(1) The spreading of salt and the removal of snow, slush, and ice will begin at 0730 hours each day of the week.

(2) Areas to be worked on will include the walkways adjacent to the building and the VIP walkways.

(3) During duty hours, the POL handler will monitor and ensure that the above areas remain clear of any snow, slush, or ice.

b. Operations Center:

(1) When VIP traffic is expected and POL personnel are not available, dispatchers will ensure that the VIP walkways, and the walkways leading to Building 702 are cleared of any snow, slush, or ice.

(2) If the snowplow has not arrived at the airfield at the above times, the duty dispatcher will call the appropriate number and request the snowplow.

(3) If enough snow has fallen to effect the runway condition at any time during duty hours, the duty dispatcher or a representative from operations will call the appropriate number and request the snowplow.

c. Base Support Battalion (BSB) Engineers.

(1) The BSB Engineers is responsible for snow and ice control on all paved roadways and common use sidewalks.

(2) All requests for emergency ice and snow control will be called into MP Station, HM 466-2718 or 1560. Road condition changes will be determined IAW "CMTC Updating and Changing Status of Road Conditions SOP". Once a change in road conditions is determined which requires implementation of emergency snow and ice control measures, the MP Desk Sergeant will notify the Fire Department.

(3) The Airfield will normally be cleared by the regular BSB Engineers work force in the morning.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX H - Grass Cutting

1. Tall grass can and will obstruct runway and taxiway lighting, thus, creating a safety hazard to flight.
2. A majority of VIPs arrive at Hohenfels via air transport. Consequently, the airfield is usually a VIP's first impression of CMTC.
3. To ensure safety and provide a good first impression of CMTC, the grass areas outlined in enclosure 1 will be mowed at a minimum of every two weeks during summer months by facility engineers. During peak growing seasons the grass may require mowing more often.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX I – 2 NM PROTECTED AREA DIAGRAM

TBP

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX J – AIRFIELD DIAGRAM

TBP

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX K - REFERENCES

REFERENCES:

AR 40-5	DA PAM 310-1	
AR 40-8	DA PAM 350-37	
AR 95-1	DA PAM 385-1	
AR 190-13	USAREUR PAM 95-8	
AR 190-50	USAREUR PAM 310-1M	
AR 310-2	USAREUR PAM 703-1	
AR 385-10	FM 10-18	
AR 385-40	FM 10-20	
AR 385-95	FM 10-68	
AR 410-90	FM 10-70	
AR 672-74	FM 10-71	
AR 703-1	FM 1-300	
USAREUR Suppl 1 To AR 95-17	ATC OPOXD 1-86	
USAREUR Suppl 1 To AR 385-95	CMTC Force Protection Plan	
USAREUR Suppl 1 To AR 420-90	CMTC Snow and Ice Control SOP	
USAREUR Suppl 1 To AR 703-1		

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

APPENDIX L - Local Flying Rules

1. PURPOSE: To define the CMTC local flying area and establish local flying rules for aircraft operating on and in the vicinity of Hohenfels Army Airfield.

2. References:

AR 95-1
AR 385-95
UR 95-1
UR 350-1
DOD FLIP
General Planning
Area Planning 2 & 2a

3. Applicability: These flying rules will apply to all aircraft operating on and around Hohenfels Army Airfield and in EDR-137

4. Procedures:

a. Military and Host Nation Flight Regulations: Any conflict between regulations will be immediately brought to the attention of the Airfield Commander, Hohenfels Army Airfield, and will be resolved IAW AR 95-1.

b. Air Defense Identification Zone and border flying: Identification Zone and Deconfliction Line procedures are conducted IAW the appropriate DOD FLIP.

c. Control Zones: A 2 NM Protected Area is established around Hohenfels Army Airfield as a traffic deconfliction measure to separate airfield and EDR-137 traffic.

d. Air Traffic Control: Hohenfels Tower exercises air traffic control authority over all aircraft operating on and around Hohenfels Army Airfield and in EDR-137.

e. Flight Following: Aircraft will flight follow with Hohenfels Tower/Advisory. Initial VFR compulsory reporting points are listed in the VFR Arrival/Departure publication. Aircraft inbound to Hohenfels Army Airfield will establish two-way communications with Hohenfels Tower/Advisory prior to entering EDR-137. Coordination will be made with the Falcon O/C team to provide flight following for aircraft involved in CMTC training scenarios.

f. Traffic pattern:

(1) Hohenfels Army Airfield traffic pattern is south traffic only.
Traffic pattern altitude is 2500 ft. MSL for rotary wing aircraft and 3000 ft.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

MSL for fixed wing aircraft. Right traffic to runway 09 and left traffic to runway 27.

(2) Hohenfels VIP/Main Pad: Helicopters will land to the north and takeoff to the south while remaining clear of buildings. Recommended landing direction is 310 and recommended takeoff direction is 130. A PPR is required for use of the Hohenfels VIP/Main Pad. PPRs are issued by the Commander, Operations Group, or his designated representative. For noise abatement, aircraft will remain running on the VIP/Main Pad for no longer than five minutes. Aircraft that must remain "hot" will reposition to the airfield and laager on a parking pad.

g. Flight Planning: All flights will be planned and flown IAW applicable regulations. Flight plans will be hand delivered or faxed to Hohenfels Base Operations prior to takeoff. MEDEVAC flight plans and maintenance test flight plans will be accepted by telephone or radio. Aviators will receive the Red Line brief from the Falcon O/C team or base operations and read the Range Bulletin found in the flight planning section prior to conducting flights into the CMTC maneuver area (commonly known as the "Box"). The Range Bulletin is also available at the 282d BSB Emergency Action Center (EAC).

h. NOTAMS: NOTAMS are posted daily in the flight planning room and will be checked prior to takeoff. Aviators may contact the Army Flight Operations Detachment (AFOD) for additional information regarding terminal and enroute hazards

i. Weather Minimums: Appropriate weather minimums from UR 95-1 will apply.

j. Passenger Conduct: Each pilot in command will ensure that their passengers adhere to regulations and procedures governing their conduct in and around aircraft.

k. Ground handling (Taxiing Procedures):

(1) Aircraft will call Hohenfels Tower/Advisory for hover taxi instructions prior to taxiing or hovering.

(2) While taxiing, aircraft will follow hover taxi lines unless otherwise instructed by tower.

(3) Aircraft will taxi or hover at brisk walk speed in parking areas and on taxiways.

(4) Helicopters with a wheeled landing system will ground taxi on taxiways unless surface conditions dictate otherwise.

(5) Fixed wing aircraft and wheel equipped helicopters will be chocked as soon as possible after shutdown.

l. Refueling Procedures:

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

(1) Aircraft to be refueled will be positioned a minimum of 50 feet from buildings or sources of ignition. When available, parking pads will be used for refueling operations.

(2) A minimum of one crewmember will remain with the aircraft during refueling and defueling operations. **NO PERSONNEL WILL REMAIN INSIDE THE AIRCRAFT DURING REFUELING OR DEFUELING OPERATIONS.**

m. High Wind Operations and Limitations: Performed IAW applicable aircraft operator's manuals. See paragraph 2-10 for hanging and mooring priorities and procedures.

n. Autorotations: No practice touchdown autorotations from altitude are permitted. Crash/rescue crews and equipment must be on standby prior to performing the maneuvers.

o. Operating hours: Hohenfels Army Airfield Tower operating hours are published in DOD FLIP. Deviations from published operating hours are disseminated by NOTAM. Hohenfels Advisory is in operation at all times that Hohenfels Tower is not in operation.

p. Noise Abatement:

(1) Aircraft will avoid overflight of built up areas and adhere to arrival/departure routes and instructions published in DOD FLIP unless exception is granted by Hohenfels Tower.

(2) Local terrain training flights outside of EDR-137 will be conducted IAW USAREUR 95-1, paragraph 4-5 and the AFCENT Low Flying handbook.

q. Transient Aircraft and Personnel:

(1) Transient aircraft will be serviced or refueled on request to Hohenfels Tower or Flight Operations. A PPR must be obtained from HAAF flight operations for high quantities of fuel (>1,500 gal.)

(2) Because there is limited hangar space, transient aircrews are required to bring mooring equipment to use during inclement weather.

(3) Hohenfels Security: Guards provide 24 hour security for tenant and transient aircraft.

r. Violations: Reports and investigations of violations of flight regulations will be accomplished IAW USAREUR Suppl 1 to AR 95-1 and AR 385-1. Operational Hazard Reports will be processed through the Airfield Commander or CMTC/282d BSB Aviation Safety Officer.

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

s. Inadvertent IMC Flight Procedures (FOR EMERGENCY USE ONLY). Aircraft will land before encountering inadvertent IMC. If unable to land and aircraft encounters IMC, execute inadvertent IMC procedures published in DOD FLIP.

5. Schmidmuehlen Flight Corridor.

a. The Schmidmuehlen Corridor is for use by aircrews assigned to CMTC, the 7th ATC Flight Detachment at Grafenwoehr and VIP aircraft operating on a current CMTC Redline Briefing. The route is: Amberg (QV130770), Schmidmuehlen (QV120620), RP Pike (QV114597), RP Shark (QV102575), and HAAF (QV065556).

The route may be flown in either direction. Minimum corridor altitude is 2500'MSL, weather permitting.

b. Coordinate use of corridor with PPR request through HAAF Base Operations (466-2614/2814).

c. Flight follow on Tower/Advisory frequencies. Report actual MSL altitude to Tower/Advisory for traffic deconfliction.

d. Corridor flight procedures will be introduced during CMTC and 7th ATC local orientation flight(s).

e. Aircrews will avoid overflight of all towns, villages and built-up areas along the route.

6. Aviation Unit Procedures for Freihoelser Forst(Amberg) Local Training Area(LTA).

a. Airspace: To promote the fly neighborly policy and ensure the continued use of the LTA by aviation units, the following procedures are mandatory and will be posted on each aviator's map.

(1) Ingress/Egress Routes

(a) WEST ROUTE - L1 - QV 07707580 (rest area) to QV 11017651 ("Y" intersection) then fly 090/270 degrees.

(b) NORTH ROUTE - L2 - QV 17008100 ("T" intersection) to QV 13607845 (RR and road intersection) then direct to LTA.

(c) EAST ROUTE - L3 - TQ 83757415 ("T" intersection: Highway B-85 and Secondary Road) to QV 16407740 (RR overpass) then direct to LTA.

(d) North Pad - Departure direction is 025; arrival direction is 205

APPENDIX 2 (Hohenfels Army Airfield (HAAF) SOP) to ANNEX E (A2C2 Internal to CMTC) to CMTC A2C2 SOP

(2) HFCA Low Level Route Procedures - Aircraft intending to utilize the HFCA low level routes between Hohenfels and Grafenwoehr will call Hohenfels Tower/Advisory at one of the "L" checkpoints and request permission

to enter the route. Aircraft will enter the routes utilizing the following procedures:

(a) From L1 enter Green Route at ACP 12 for northbound traffic or ACP 13 for southbound traffic.

(b) From L2 enter Orange Route at ACP 18 for northbound traffic.

(c) From L3 enter Brown Route at ACP 23 for southbound traffic.

NOTE: During unit occupation of LTA, Orange Route is closed from ACP 16 to ACP 18 and a restricted operations zone will be in effect for non-participating aircraft in the triangle formed by connecting L1-L2-L3.

5. Miscellaneous.

a. The following activities are not permitted at Hohenfels Army Airfield:

(1) Nuclear surety exercises.

(2) Hot refuel operations.

(3) Shut down of aircraft on the Bldg. 702 VIP spots without permission from Hohenfels Base Operations.

(4) Hover taxiing by wheeled aircraft using the Bldg. 702 VIP spots.

b. Designated landing sites. IAW UR 95-1, CMTC Aviation Procedures Guide (Redline Briefing), DOD FLIP (Europe), and AFCENT Low Flying handbook. HAAF transient parking point #10 is reserved for MEDEVAC parking. It has been labeled with a red cross. Aircraft carrying hazardous cargo will be parked on the East end of the transient parking area.

c. Terrain flying areas. IAW UR 95-1, CMTC Aviation Procedures Guide (Redline Briefing), DOD FLIP (Europe), and AFCENT Low Flying handbook.

d. Airfield night vision goggle operations. See paragraph 3-4.